



Carrie Eklund
Central Services Manager
Finance Department

ADDENDUM TO BID
PARKING MANAGEMENT SYSTEM
BID NO.: 212-PW-020
ADDENDUM NO.: 1

To: All Bidders:

The bid opening date has been changed to, **Tuesday, April 17, 2012 at 11:00 A.M.**

The following is a list of questions submitted by vendors:

1. Are you looking at a cost plus management agreement? Meaning all monthly operating expenses would be paid by the operator and reimbursed to the operator by the city, plus the operators management fee.

The City is not looking for a cost plus management agreement.

2. Will there be a mandatory pre-bid meeting?

There will not be a mandatory pre-bid meeting but proposers are welcome to visit the public parking facilities at their convenience.

3. Section 3.2.2 Will the operator be paying for the computer hardware and software that will enable the Proposer to manage the citation process or will the city be paying these expenses?

The proposer would be responsible for any expenses related to cost of doing business including computer hardware and software.

4. Section 3.6.1 Will the operator be reimbursed for the purchase of all items mentioned in 3.6.1? Spare parts for maintenance and repair of meters?

The proposer would be responsible for any expenses related to cost of doing business including parts maintenance and repairs. The City is not looking for a cost plus management agreement.

5. Section 5.5.4 - RFP states - Address each specific requirement in section 3.0 and how you will achieve each requirement. There is nothing listed under 3.0 directly. Is this question referring to all items listed under 3.0?

All items listed under Section 3.0 (i.e., Section 3.1, 3.2, etc.) should be included as addressing the specific requirements in Section 3.0.



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6. What equipment is currently used in the enforcement process? LPR? Will this be required purchase as the vehicles are?

AutoVu is currently used in one enforcement vehicle. The current enforcement equipment is out of date and will not be required to be purchased or used.

7. Please provide historical data for violations/citations written each year for the past 3-5 years?

*2007 – 27,107 tickets \$787,565.00
2008 – 24,023 tickets \$523,630.00
2009 – 24,087 tickets \$648,695.00
2010 – 18,693 tickets \$536,030.00
2011 – 15,508 tickets \$410,290.00*

8. What is the collection process currently used for violations/citations?

A second notice goes out roughly 14-20 days after the ticket is issued. A third notice goes out roughly 14 days from the second notice. This is considered the 30 day notice and a hearing is scheduled. A notice of determination is sent out roughly 30 days after the third notice. Additionally, a notice of determination is sent out after hearings. A final notice goes out roughly 30 days from the notice of determination. A seizure notice is generated if one person has 5 or more unpaid tickets. A driver's license suspension notice goes out if one person has 10 or more unpaid tickets.

9. How many, by number and the dollar amount, violations/citations are unpaid?

As of 12/29/2011 there were 82,804 tickets with current fines due of \$4,938,251.62.

10. Will the City allow/require the data transfer from the current outstanding violations/citations to a new system?

The City will require data transfer for current outstanding violations/citations to a new system.

11. Does the City currently allow permit parkers from garages and surface lots to park on-street with the permit?

The City currently allows permit holders to park on-street during special events only.

12. Does the City allow permitted parkers to park at any location or does the permit only allow parking at a specific location?

The City currently allows permit holders to park at any location during special events only. The City is investigating a "super user" permit that would allow for parking in all lots.

13. Does the City wish to allow daily/transient parking on all surface lots or only the Brown Lofts Lot and Lot P "weed lot"? If not, which lots?

In the alternatives proposal, the City is looking at allowing daily/transient parking at the Brown Lofts Lot and Lot P "weed lot" only. The City will consider transient parking for all lots in the future.



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14. Has the City determined the transient rates for each location, garages and surface lots?

The Concourse parking garage is currently the only location with transient rates.

15. Does the City wish to receive recommendations for transient parking rates?

The City would like to receive recommendations for transient parking rates including additional sites.

16. Please provide the current number of permits sold by location and dollar amount?

Details on lot permitting as of 3/23/2012:

LOT	PERMITS	ANNUAL PERMIT \$
A	227	11,262.00
AM	50	18,060.00
B	250	136,900.00
C	66	8,316.00
D	17	3,480.24
I	3	2,064.00
J	9	3,483.00
L	252	133,706.88
M	66	34,056.00
Q	39	17,004.00
S	413	226,188.00
SS	111	55,476.00
T	31	21,433.20
TT	1	516.00
Y	367	88,632.00
	1,902	760,577.32

17. Please explain the 3.9.1 "Illinois experience and management is preferred? How is this weighed and considered in regards to the Evaluation Criteria and scoring?

Illinois experience and management is preferred and is included in the Evaluation Criteria (Section 2.3) as part of Credentials and related experience (30 out of 100).

18. Please confirm there are no requirements related to DBE/MWBE participation?

The City does not require participation in DBE/MWBE, but does request the information in the City EEO forms for informational and tracking purposes only.

19. Are there any special parking arrangements other than those listed in the RFP (BMO and CPAC)?

Yes, the parking system has been used for economic development of the downtown region.



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20. What is the mandated revenue sharing for BMO and CPAC? Percentages? Flat Dollar Amount? Flat Dollar Amount per vehicle?

A flat dollar amount per vehicle is charged dependent on the event and the City receives 50% of that amount.

21. Historical Revenues by location and revenue type for last Fiscal Year.

	2011 Amount
Lot S/Concourse transient parking	104,121.25
Various Lots Parking Permits	584,305.55
Lot Y permits	96,719.00
Lot B permits	176,747.47
Brown Lofts Lot permits	29,400.00
Lot L permits	138,247.50
Lot S/Concourse permits	132,628.40
CPAC revenues	5,148.76
BMO/Metro Center revenues	9,880.25
	1,277,198.18

22. Any current inventory / operational items / parts etc. which will be transferred to the successful operator. Any costs associated or if they are to be conveyed at no charge to assist in reducing operational costs.

Any current inventory/operational items/parts, etc can be transferred to the successful proposer at no cost, however the City is requesting an upgrade of the current equipment.

23. **Section 1.3** of the RFP references BMO Harris Bank Center and Coronado Performing Arts Center staff operating some lots during special events. Is it intended that the selected operator relinquish control of the affiliated parking operations to these entities for special events, or will the operator manage the events' parking operations and record related revenues to be shared with the respective entities?

The City's current agreement with BMO and CPAC allows for the entities to staff the lots, however the City is open to additional options.

24. **Section 3.1.10** requests that the operator provide a location within the City of Rockford for customers to make payments. Will the City provide an office space or is it the intent of the City that the selected operator secures office space? If the City will not provide office space, does the City have office space that can be leased by the operator?

There is the possibility of space available for parking offices to be rented from the City.

25. Will enforcement encompass the downtown area, only?

Yes, with the possibility of expansion for special enforcement details.



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26. **Section 3.2.8** states that the proposer shall purchase current City of Rockford enforcement vehicles. Please provide additional information about the vehicles (type, year, condition, etc.) Will the selected operator own the vehicles?

The current enforcement vehicles that are to be purchased by the proposer:

2007 Jeep Liberty 34,740 miles

2009 Jeep Liberty 15,172 miles

27. Please provide the current staffing levels for each of the functions of the operations of the system (parking enforcement, meter collections, meter maintenance, facility maintenance, etc.).

There are two full-time parking control officers with hourly rates of \$19.04 and \$19.42. Parking garage collections staff are utilized through a temporary staffing agency. There is one parking senior account clerk, who handles customer service, notices, hearing scheduling and permits, with an hourly rate of \$21.41.

28. Please provide current staffing schedule for all functions.

Parking control officers are scheduled from 8am-4pm.

Parking garage collections are scheduled from 5:30am-2pm, 9:30am-6pm, and 4pm-6pm.

Parking account clerk is scheduled from 8am-5pm.

29. Please provide information on the current type/manufacturer/age of the PARCS at the facility with paid transient parking.

The current PARCS is outdated and not upgradeable. The City is requesting upgrades to be made to the current system.

30. Is there a current maintenance contract for the parking equipment?

The City maintains the parking equipment.

31. Is there any existing office equipment/furniture that the operator can use?

No.

32. Please provide an inventory of parts, equipment or other materials that the operator can assume as part of the parking system.

There is nothing that is noteworthy.

33. How many pay stations are currently installed and in operation? Are they under any type of warranty and/or maintenance program?

The City does not have any pay stations installed as the one transient parking garage is physically manned.

34. A sample contract was not included with the RFP document. Please confirm whether a contract will be negotiated with the selected bidder or if the RFP itself is deemed to be the binding contract.

The RFP is a basis for the binding contract. Additional terms will be negotiated with the selected proposer.



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35. **Section 8** of the **Bidding General Conditions** states that the vendor is solely responsible for safety and is liable for all acts and omissions of its employees and subcontractors. Will the City please clarify whether the delegation of responsibility for safety also includes security services.

No security is currently in use by the City.

36. Please clarify the City's desired banking arrangements. The description states that the bank account would be in the vendor's name but funds may be withdrawn by both parties. Will the City clarify under what circumstances it would likely withdraw funds or is this something that would be discussed during negotiations with the successful bidder?

The City would withdraw funds if any breach in contract were to exist and the City would have rights to funds that were due.

37. Please clarify what type of agreement the City is seeking for this project. Is the City requesting a management contract where operating expenses are reimbursed (based upon an agreed upon budget) or is the City seeking an agreement with a fixed monthly cost to include all operating expenses and the vendor's fee (reverse management)?

The City is seeking a revenue sharing agreement.

38. If the City desires a management agreement with operating expenses being reimbursable will the City please clarify what expenses would likely be considered reimbursable and what expenses would likely be considered non-reimbursable?

The City is seeking a revenue sharing agreement.

39. Section 4.0-Does the City consider maintenance of the parking system to include preventative maintenance of the facilities (garages and lots) or only maintenance activities related to revenue control and parking enforcement equipment?

Maintenance of the parking system includes activities related to revenue control and parking enforcement equipment, landscaping and trash pickup.

40. Section 4.0-Will the City consider year-round maintenance services for surface parking lots (including snow removal)?

Yes, it will be considered as an alternative.

41. Section 4.0-Are there any specific maintenance services that are out of scope for alternative surface parking proposal?

Lighting and resurfacing would be out of scope for the alternative surface parking proposal.

42. Section 4.0-Will the City consider multi-year capital improvement proposal for surface lot maintenance in conjunction with alternative surface parking proposal?

Yes, it will be considered as an alternative.



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43. Section 4.0-Please describe the City's objectives for maintaining the surface lots and landscaping adjacent to the surface lots. Does the City plan to maintain the surface lots 'as is' or are the plans to improve the condition and safety of existing surface lots?

The City's objective for maintaining the surface lots and landscaping is to maintain "as is."

44. Any minimum staffing requirements?

The City does not have any minimum staffing requirements as this would be part of the proposer's management plan.

45. Please clearly define the City's financial expectation with this contract - i.e. is this a reimbursable management contract, cost-plus type arrangement or some form of at-risk arrangement wherein the proposer bids a set fee or monthly allowance? The RFP seems to indicate both in various areas.

The City is seeking a revenue sharing agreement.

46. Please provide copies of any subcontracts that proposer will be responsible for.

There are no subcontracts that the proposer will be responsible for.

47. Approximately how many annual/scheduled events can we anticipate for the City?

The scheduled events total is based on the number of home hockey games, BMO and CPAC scheduled events, annual 3 day festival, and graduations. Please see the Rockford Ice Hogs, BMO and CPAC websites for calendar of scheduled events.

48. We are requesting copies of the City's existing parking tickets and envelopes, (manual and electronic) notices, and any correspondence, business rules, parking permit related documents or anything related to the City's existing parking program; would you please provide these?

Please see attachments.

49. How many parking citations were issued by the City of Rockford in 2010 and 2011?

2010 – 18,268 tickets \$527,305.00

2011 – 5,802 tickets \$165,320.00 (through 3/31)

50. What was the City's parking ticket revenue for the last 5 years?

	<i>Tkts Paid</i>	<i>Amt Paid</i>
<i>2006</i>	<i>24,766</i>	<i>639,343.00</i>
<i>2007</i>	<i>18,308</i>	<i>488,531.00</i>
<i>2008</i>	<i>17,196</i>	<i>432,055.00</i>
<i>2009</i>	<i>17,062</i>	<i>513,717.00</i>
<i>2010</i>	<i>11,740</i>	<i>339,675.00</i>
<i>2011</i>	<i>12,528</i>	<i>432,526.00</i>



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51. What parking-related Customer Service is currently being offered to citizens by the City of Rockford?

There is currently manned stations at the Concourse garage for taking payments. There is also a senior account clerk who handles all parking violation questions, notices, etc.

52. What percentage of parking tickets are in written for in State VS out of State vehicles?

The current system used for tracking parking tickets is an in-house program that is outdated and is not capable of pulling reports with this information.

53. How many parking citation related notices are currently being sent to violators?

The current system used for tracking parking tickets and notices is an in-house program that is outdated and is not capable of pulling reports with this information.

54. What interfaces with existing City of Rockford enterprise management software or applications will be required with the parking citation processing software?

The City will not require any interfaces except that tickets written by City of Rockford Police, Fire and Code Enforcement staff will be processed and payment collected by proposer.

55. Does the city currently have a boot and tow program and what is the criteria to be boot and tow eligible? How many boot and tow notices are sent?

Five or more unpaid parking tickets under the same plate number. The current system used for tracking parking tickets and notices is an in-house program that is outdated and is not capable of pulling reports with this information.

56. Will the City require a local lock box for parking citation payments or would another City/State mailing address for payments be acceptable?

No.

57. Does the City currently accept Web and IVR parking ticket payments?

No.

58. What is the City's adjudication process and is there an online payment option? Are there 1st and/or 2nd level adjudication reviews, appeals or hearings?

There is not an online payment option at this time. The adjudication process happens in two ways: the individual disputes the ticket and has a mail hearing or in-person hearing or the system assigns a hearing date roughly 45-60 days after the issuance of the ticket. An outside lawyer who is under contract comes in and administers the in-person hearings and completes the mail in hearings. If the person is found liable, they have the opportunity to appeal the decision but must do so within 35 days from the date of the notice. They file suit in the Circuit Court of Winnebago County for an administrative review and if someone does appeal and it goes to court, the City's legal department handles the case.



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59. At what point is an unpaid parking citation sent to collections?

Unpaid parking citations are sent to collections on the first of the month after 30 days of final notice.

60. What is the number of delinquent parking citations for 2009, 2010, and 2011, and what are the revenue amounts for each of these three years?

2009 – 6,224 - \$576,120.00

2010 – 5,197 - \$505,970.00

2011 – 4,729 - \$396,240.00

61. Section 3.2. Parking Enforcement – What legal empowerment will be provided by the City to the Provider to affect enforcement (issuance and collections of parking violation citations, booting, removal, etc.) of the City's parking regulations?

The proposer will be given full rights to affect enforcement of the City's parking regulations.

62. Section 3.2. Parking Enforcement – Please provide a copy of the current City parking regulations.

Please see the City's ordinance on Parking:

http://library.municode.com/HTML/14387/level3/PTIGOR_CH16MOVETR_ARTVIISTSTPA.html#TOPTITLE

63. Section 3.3.1. Parking Structures – Upgrade systems to allow transient parking in all parking decks. Please clarify – is it the City's intention to fund the acquisition of said upgrades or is your intention that Proposer's will provide funding for these capital improvements? Additionally, how will the specifications for equipment, software and deployment be finalized and approved by the City?

The City would like the option to have the proposer finance the purchase of new revenue control equipment, however this will be based on whether the City or the proposer can secure better rates. The City would like to partner with the proposer in developing specifications for revenue control equipment.

64. Section 3.4.5. Parking Structures – Please clarify, will funds collected be deposited into the City's account?

Funds collected would be deposited in a bank account with the vendor's name per Section 3.15.

65. Section 3.7.7. Personnel Administration – Are current City Parking Division employees currently under a Collective Bargaining Agreement? If so, please provide a copy of said CBA.

Parking division employees are currently under a Collective Bargaining Agreement. We do not have a current copy of the CBA to provide. Hourly pay range for parking control officers is \$14.19 to \$18.67.

66. Section 3.12.6. Additional Services – States "exterior signage should be in place.....Signage and branding shall be approved by the City". Is the City or the Proposer to fund, obtain and install said signage?

The City will fund, obtain and install signage unless the proposer requests interactive signage.



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67. Section 3.13.2. Parking System Changes – States “City retains the right to define the hours of enforcement”. Please provide current enforcement times and schedules.

On-street parking time limits and surface lot permits are enforced from 8am-5pm. The Concourse garage is enforced between 5:30am-6pm.

68. Section 4.2. Alternative to Include Surface Parking Management – Who will specify and approve the equipment/software/operating methods for installing system on Brown Lofts Lot and Lot P? Who will fund said?

The City of Rockford reserves the right to approve any changes to the parking system. The City would like the option to have the proposer finance the purchase of new revenue control equipment, however this will be based on whether the City or the proposer can secure better rates. The City would like to partner with the proposer in developing specifications for revenue control equipment.

69. Section 16. Bidding General Conditions. States the City reserves the right to terminate the contract “if the Rockford City Council does not appropriate sufficient funds to complete the contract”. Please advise/clarify the City’s intentions/methodology regarding re-payment of unamortized capital improvements made by the Proposer as required by the City following such a cancellation?

The City would be responsible for re-payment of the capital improvements made by the proposer if contract termination is required.

All other portions remained unchanged.

A copy of this addendum or a reference thereto must be included with your bid or the bid will not be read or considered.

If you have any questions, please contact the Central Services Division at 815-987-5560.

DATED: March 26, 2012

FINANCE AND PERSONNEL COMMITTEE

Carrie Eklund
Central Services Manager

CITY OF ROCKFORD
NOTICE OF
PARKING VIOLATION
 WITHIN 14 DAYS OF THIS NOTICE YOU MUST EITHER
 (By mail or in person)
PAY THE APPLICABLE FINE
CONTEST THIS PARKING VIOLATION NOTICE
 IF YOU FAIL TO RESPOND TO THIS NOTICE, A DETERMINATION OF LIABILITY MAY BE ENTERED AGAINST YOU. LATE PENALTIES WILL BE ASSESSED AS SHOWN ON THIS NOTICE.

Officer's Signature: *[Signature]*

CITATION: RK00888462
 Date: WED 03/21/2012
 Time: 10:35AM
 Officer: SHUMATE ID:301
 Area: EASTSIDE
 Loc: 300 MARKET STREET SE

Ordinance: 16-140 RCD
 Viol: ILLEGAL TERRACE PARKING
 Fine: \$20.00
 \$50 after 30 days, \$100 after 60 day
 Lic:
 Plate Type: PPAS
 State: IL
 Exp: 12/12 Color: BLK
 Make: TYOTA Body Type: 4 DOOR

BRING OR MAIL TO:
PARKING VIOLATION DIVISION
425 EAST STATE STREET
ROCKFORD, IL 61104
 See Reverse Side

PARKING VIOLATION NOTICE - CITY OF ROCKFORD, ILLINOIS

IMPORTANT - READ OTHER SIDE

MONTH	1	DAY	26	YEAR	12	HOUR	1349	MIN	1	SEC	1
VEHICLE DESCRIPTION MAKE: <i>Chevy</i> COLOR: <i>Black</i> BODY STYLE: <i>4 Dr</i> MODEL: <i>Malibu</i> VIN: <i>1G1ZB5H46E1128</i> YEAR: <i>2012</i>											
DESCRIPTION OF VIOLATION AND FINE 57 <input type="checkbox"/> PARKED IN ALLEY 58 <input type="checkbox"/> PARKED IN FRONT OF SIDE OF STREET 59 <input type="checkbox"/> PARKED OVER 48 HOURS 60 <input type="checkbox"/> TAKING UP 2 SPACES 61 <input type="checkbox"/> PARKED IN OFF-CAM. ZONE 62 <input type="checkbox"/> POSTED NO-PARKING ZONE 63 <input type="checkbox"/> PARKED IN PROHIBITED ZONE 64 <input type="checkbox"/> PARKED IN COMMERCIAL LOADING ZONE 65 <input type="checkbox"/> PARKED IN PASSANGER LOADING ZONE 66 <input type="checkbox"/> PARKED WITHIN 20 FT. OF CROSSWALK 67 <input type="checkbox"/> PARKED WITHIN 30 FT. OF STOP SIGN OR SIGNAL 68 <input type="checkbox"/> PARKED WITHIN 3 FT. OF DRIVEWAY 69 <input type="checkbox"/> PARKED WITHIN 15 FT. OF HYD. STOP SIGN 70 <input type="checkbox"/> PARKED ON PRIVATE PROPERTY 71 <input type="checkbox"/> EXPLANATION: <i>See 2.24-12</i> <i>3-20</i> 72 <input type="checkbox"/> PARKED ON TERRACE 83 <input type="checkbox"/> UNATTACHED TRAILER 85 <input type="checkbox"/> UNLICENSED VEHICLE 79 <input type="checkbox"/> PARKED ON TERRACE 83 <input type="checkbox"/> UNATTACHED TRAILER 85 <input type="checkbox"/> UNLICENSED VEHICLE											
ILLEGAL PARKING \$20.00 (\$50 AFTER 30 DAYS - \$100 AFTER 60 DAYS) 51 <input type="checkbox"/> 15 MIN. 52 <input type="checkbox"/> 30 MIN. 53 <input type="checkbox"/> 1 HR. 54 <input type="checkbox"/> 2 HR. 55 <input type="checkbox"/> 3 HR. 56 <input type="checkbox"/> 4 HR. \$50.00 (\$100 AFTER 60 DAYS) 74 <input type="checkbox"/> PARKED DURING SNOW REMOVAL 75 <input type="checkbox"/> TOWED - IGNORED 48 HOUR REMOVAL NOTICE \$100.00 (\$20 IF CITY STICKER PURCHASED WITHIN 30 DAYS) 46 <input type="checkbox"/> NO CITY STICKER DISPLAYED \$100.00 (\$200 AFTER 60 DAYS) 77 <input type="checkbox"/> PARKED IN HANDICAPPED STALL / ACCESS AISLE 98 <input type="checkbox"/> NO PARKING BECAUSE OF DEVICE DISPLAYED \$200.00											



SECOND NOTICE OF PARKING VIOLATION

City of Rockford Parking Violation Division
425 E. State Street, Rockford, IL 61104
815/987-5717

The Registered Owner or Lessee of:

You have failed to respond to the following
Parking Violation Notice(s)

WITHIN 14 DAYS OF THIS NOTICE YOU MUST

EITHER

PAY THE FINE

(By mail or in person)

or

CONTEST THIS PARKING VIOLATION

(By mail or in person)

(See the reverse side for additional instructions.)

VIOLATION NOTICE NO.	DATE OF VIOLATION	LOCATION	VIOLATION CODE AND DESCRIPTION	CURRENT FINE AMOUNT	AMOUNT DUE AFTER 30 DAYS FROM VIOLATION DATE	AMOUNT DUE AFTER 60 DAYS FROM VIOLATION DATE
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Warning:

If you accumulate **5 or more** Final Determinations of Liability, **any vehicle registered to or leased by you can be booted and impounded** until all fines and penalties are paid. **After 10 Final Determinations of Liability, your Driver's License will be suspended by the Secretary of State.** A judgment may be entered on any Final Determination, and is collectable by means including collection agency and credit bureau action, and post-judgment proceedings in court.

Retain the top portion of this Notice for your records and return the stub below in the return envelope provided.

5/01

For multiple tickets, you may choose a different option for each ticket. Check a box if you want the same option for all tickets listed above, or list each ticket number after the option you have chosen for it.

DAYTIME AREA CODE
PHONE ()
NUMBER

PAYMENT ENCLOSED FOR: ☐ ALL TICKETS ON NOTICE

CONTEST BY MAIL FOR: ☐ ALL TICKETS ON NOTICE

REQUEST HEARING FOR: ☐ ALL TICKETS ON NOTICE

Please make check or money order
payable to the City of Rockford.
DO NOT SEND CASH.

TOTAL AMOUNT DUE
For Violations Listed on This Notice

The Registered Owner or Lessee of:

REFLECTS PAYMENTS AS OF:

TO ENSURE PROPER PROCESSING
PLEASE RETURN THIS STUB
PLEASE DO NOT FOLD

WITHIN 14 DAYS OF THIS NOTICE YOU MUST EITHER
PAY THE FINE
(By mail or in person)
or
CONTEST THIS PARKING VIOLATION NOTICE
(By mail or in person)

NOTE: By ordinance, there are only these grounds for contesting a Second Notice of Parking Violation:

1. You are not the owner or lessee of the vehicle listed on this Notice.
2. The cited vehicle or license plate was stolen at the time this Notice was issued.
3. You have already paid this Notice.
4. The signs regulating parking were missing or obscured.
5. This Notice contains internally inconsistent information or fails to establish that a violation occurred.
6. Handicapped violations: You are a qualified handicapped person pursuant to Ill. Rev. Stat., Chap. 95½, ¶11-1301.1 and have an excusable failure for not displaying your handicapped card.

IF YOU THINK THESE NOTICES HAVE BEEN BILLED TO YOU IN ERROR, do not ignore this Notice. If you fail to respond, the City of Rockford will conclude that the billing is correct and take further enforcement action. If you are the lessor of the listed vehicle, you have 60 days to supply the information required by Ill. Rev. Stat. ch 95½, par. 11-1308.

TO PAY BY MAIL, check the **Payment Enclosed** box on the return stub and mail the stub along with a check or money order payable to the City of Rockford. **DO NOT SEND CASH.** Mail to the address on the front of this Notice.

TO PAY IN PERSON, bring this Notice to this location:

City Hall—Payment Center
1st floor
425 E. State Street
8 A.M. - 4:45 P.M. (M-F)

TO CONTEST BY MAIL, check the **Contest By Mail** box on the return stub, and mail to the address on the front of this Notice. Enclose a signed statement setting forth facts that establish a defense, a daytime phone number, and COPIES of any documents (e.g. a police report or your car registration) necessary to show that you are not liable. **DO NOT SEND ORIGINALS. THEY WILL NOT BE RETURNED.** A decision will be mailed to you.

TO CONTEST IN PERSON before a hearing officer, check the **Request For Hearing** box on the return stub, and fill in a daytime phone number. Mail the stub to the address above. you will be notified by postcard of your hearing time.

IF YOU FAIL TO RESPOND TO THIS NOTICE, A DETERMINATION OF LIABILITY MAY BE ENTERED AGAINST YOU AND LATE PAYMENT PENALTIES SHOWN ON THE FRONT OF THIS NOTICE WILL BE DUE. Upon the issuance of a Notice of Final Determination of parking violation liability, any unpaid fine or penalty will constitute a debt due and owing the City. Payment of the fine and any applicable penalty operates as a final disposition of the violation. After a Determination becomes final, you will have no further opportunity to contest.

If you accumulate 5 or more Final Determinations of Liability, any vehicle registered to or leased by you can be booted and impounded until all fines and penalties are paid. If your vehicle is booted, a boot fee of \$50.00 must be paid. If your vehicle remains booted for 24 hours, or is eligible for an immediate tow, it will be towed. Payment of a tow fee and a storage fee is required. When your vehicle is booted, it will not be released until all fines and penalties, and boot, towing and storage fees are paid. When your vehicle is booted, payments must be made in cash or by money order; personal checks will not be accepted.

If you accumulate 10 or more Final Determinations, your Driver's License will be suspended by the Secretary of State. A judgment may be entered on any Final Determination, and is collectable by means including collection agency and credit bureau action, and post-judgment proceedings in court.

If you have any questions, please call: 815/987-5717

DID YOU REMEMBER:

Enclose your check or money order made payable to The CITY OF ROCKFORD

Include your license plate number and Parking Violation Notice Number(s) on your check or money order

DO NOT SEND CASH

Mark all your choices on the stub

To ensure proper credit, enclose payment stub

Do not fold payment stub

Do not staple check or money order to payment stub



THIRD NOTICE OF PARKING VIOLATION

City of Rockford Parking Violation Division
425 E. State Street, Rockford, IL 61104
815/987-5716

The Registered Owner or Lessee of:

Because you have failed to respond to the listed
Parking Violation Notice(s), you have been assigned
the following hearing:

_____ AT _____
(date) (time)

at CITY HALL, 425 E. State Street, Rockford, IL
(See reverse side for additional instructions)

NOTICE DATE:

VIOLATION NOTICE NO.	DATE OF VIOLATION	LOCATION	VIOLATION CODE AND DESCRIPTION	ORIGINAL FINE AMOUNT	CURRENT AMOUNT DUE AFTER 30 DAYS FROM VIOLATION DATE	AMOUNT DUE AFTER 60 DAYS FROM VIOLATION DATE
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WARNING:

Failure to contest the Parking Violation(s) by mail, appear at the hearing, or pay all fine amounts listed will result in an additional late payment penalty and in the entry of a Final Determination of parking violation liability. Upon entry of a Final Determination of parking violation liability, and the exhaustion of, or failure to exhaust, available administrative or judicial procedures for review, any unpaid fine or penalty shall constitute a debt due and owing the city.

Retain the top portion of this Notice for your records and return the stub below in the return envelope provided.

5/01

For multiple tickets, you may choose a different option for each ticket. Check a box if you want the same option for all tickets listed above, or list each ticket number after the option you have chosen for it.

DAYTIME PHONE NUMBER () AREA CODE

PAYMENT ENCLOSED FOR: ☐ ALL TICKETS ON NOTICE

CONTEST BY MAIL FOR: ☐ ALL TICKETS ON NOTICE

Please make check or money order
payable to the City of Rockford.
DO NOT SEND CASH.

The Registered Owner or Lessee of:

REFLECTS PAYMENTS AS OF:

TO ENSURE PROPER PROCESSING
PLEASE RETURN THIS STUB
PLEASE DO NOT FOLD

ON OR BEFORE THE DATE SPECIFIED ON THIS NOTICE, YOU MUST EITHER
PAY THE FINE
(By mail or in person)
or
CONTEST THIS PARKING VIOLATION NOTICE
(By mail or in person)

NOTE: By ordinance, there are only these grounds for contesting a Third Notice of Parking Violation:

1. You are not the owner or lessee of the vehicle listed on this Notice.
2. The cited vehicle or license plate was stolen at the time this Notice was issued.
3. You have already paid this Notice.
4. The signs regulating parking were missing or obscured.
5. This Notice contains internally inconsistent information or fails to establish that a violation occurred.
6. Handicapped violations: You are a qualified handicapped person pursuant to Ill. Rev. Stat., Chap. 95½, §111-1301.1 and have an excusable failure for not displaying your handicapped card.

IF YOU THINK THESE NOTICES HAVE BEEN BILLED TO YOU IN ERROR, do not ignore this Notice. If you fail to respond, the City of Rockford will conclude that the billing is correct and take further enforcement action.

TO PAY BY MAIL, check the **Payment Enclosed** box on the return stub and mail the stub along with a check or money order payable to the City of Rockford. **DO NOT SEND CASH.** Mail to the address on the front of this Notice.

TO PAY IN PERSON, bring this Notice to this location:

City Hall—Payment Center
1st floor
425 E. State Street
8 A.M. - 4:45 P.M. (M-F)

TO CONTEST BY MAIL, check the **Contest By Mail** box on the return stub, and mail to the address on the front of this Notice. Enclose a signed statement setting forth facts that establish a defense, a daytime phone number, and COPIES of any documents (e.g. a police report or your car registration) necessary to show that you are not liable. **DO NOT SEND ORIGINALS. THEY WILL NOT BE RETURNED.** A decision will be mailed to you.

TO CONTEST IN PERSON before a hearing officer, appear at the date and time stated on the front of this Notice at City Hall, 425 E. State Street, 2nd floor, City Council Chambers. Please bring all documents and evidence to support your case to the hearing because the hearing officer's determination is final.

IF YOU FAIL TO RESPOND TO THIS NOTICE OR APPEAR AT YOUR HEARING, A DETERMINATION OF LIABILITY WILL BE ENTERED AGAINST YOU. If the fine is not paid within 30 days of this Notice, an **additional late payment penalty will also be due.** Upon the issuance of a Notice of Final Determination of parking violation liability, any unpaid fine or penalty will constitute a debt due and owing the City. Payment of the fine and any applicable penalty operates as a final disposition of the violation. After a Determination becomes final, you will have no further opportunity to contest.

If you accumulate 5 or more Final determinations of Liability, any vehicle registered to or leased by you can be booted and impounded until all fines and penalties are paid. If your vehicle is booted, a boot fee of \$50.00 must be paid. If your vehicle remains booted for 24 hours, or is eligible for and immediate tow, it will be towed. Payment of a tow fee and a storage fee is required. When your vehicle is booted, it will not be released until all fines and penalties, and boot, towing and storage fees are paid. When your vehicle is booted, payments must be made in cash or by money order; personal checks will not be accepted.

If you accumulate 10 or more Final Determinations, your Driver's License will be suspended by the Secretary of State. A judgment may be entered on any Final Determination, and is collectible by means including collection agency and credit bureau action, and post-judgment proceedings in court.

If you have any questions, please call 815/987-5716

DID YOU REMEMBER:

Enclose your check or money order made payable to The CITY OF ROCKFORD
Include your license plate number and Parking Violation Notice Number(s) on your check or money order
DO NOT SEND CASH
Mark all your choices on the stub
To ensure proper credit, enclose payment stub
Do not fold payment stub
Do not staple check or money order to payment stub



NOTICE OF DETERMINATION

City of Rockford Parking Violation Division
425 E. State Street, Rockford, IL 61104
815/987-5716

Date of Determination:

Violation No.:

Plate No.:

Amount of Fine:

Additional Late Fee (Due after _____):

DETERMINATION

No evidence has been presented to contest the validity of the Parking Violation Notice. The registered owner (or lessee) named above has failed to respond to either the First, Second, or Third Notice of Violation or has failed to appear for a requested hearing. The registered owner (or lessee) is **LIABLE** in the amount of the fine indicated above, provided that if payment is not made by the date shown above, a late payment penalty in an amount shown above is assessed pursuant to this Determination.

METHOD OF PAYMENT

If you choose to pay in person, please bring your payment along with this notice to:

Payment Center
City Hall-1st floor
425 E. State Street
8 A.M. - 4:45 P.M. (M-F)

If you choose to pay by mail, please mail the payment stub with your check or money order payable to the City of Rockford in the return envelope provided. **DO NOT SEND CASH.**

PETITION TO SET ASIDE

If you still want to contest the finding of liability, you may petition to re-open the proceeding by appearing in person within 14 days of the date of this Determination, at the location listed, and filling out a Petition To Set Aside. **Grounds for the Petition are limited to:**

- A. You were not the owner or lessee of the cited vehicle on the date the Parking Violation Notice was issued.
- B. You have already paid the fine.
- C. Your failure to respond and contest the Notice of Parking Violation was excusable.

If your explanation for failing to appear is sufficient, you will be sent a new hearing time, date and location. A ruling will be sent to you within 21 days of the filing of your Petition. If you do not exercise the right to Petition To Set Aside the Determination of Liability, you will be foreclosed from contesting liability in Circuit Court, and a **Notice of Final Determination of Liability will be issued against you 35 days from the date of this Determination.**

WARNING

If you have **5 or more** Final Determinations of Liability, any vehicle registered to or leased by you can be booted and impounded until all fines and penalties are paid. **After 10 Final Determinations, your Driver's License will be suspended by the Illinois Secretary of State.** A judgement may be entered on any Final Determination and is collectable by means including collection agency and credit bureau action, and post-judgement proceedings in court.

7/07

Notice of Determination Payment Stub

Please make check or money order payable to the City of Rockford
DO NOT SEND CASH

Parking Violation Number:

Amount Due Now

Amount Due After:

The Registered Owner or Lessee of:

TO ENSURE PROPER CREDIT
PLEASE RETURN THIS STUB WITH YOUR PAYMENT
DO NOT FOLD



NOTICE OF DETERMINATION

City of Rockford Parking Violation Division
425 E. State Street, Rockford, IL 61104
815/987-5717

Date of Determination:

Violation No.:

Violation Date:

Plate No.:

Amount of Fine:

DETERMINATION

IF YOU WERE FOUND LIABLE

METHOD OF PAYMENT

If you choose to pay by mail, please mail the payment stub with your check or money order payable to the City of Rockford to the address above. DO NOT SEND CASH.

If you choose to pay in person, please bring your payment along with this Notice to the location listed:

Payment Center
1st floor, City Hall
425 E. State Street
8 A.M. - 4:45 P.M. (M-F)

APPEAL TO CIRCUIT COURT

This Determination is a final determination for purposes of the Illinois Administrative Review Law, Ill. Rev. Stat. ch. 110, par. 3-101 *et seq.* You have 35 days from the date of this Notice to file suit in the Circuit Court of Winnebago County for administrative review. If you do not file suit within 35 days, you will be barred from further contesting liability, and a Notice of Final Determination will be issued.

WARNING

If you have 5 or more Final Determinations of Liability, any vehicle registered to or leased by you can be booted and impounded until all fines and penalties are paid. After 10 Final Determinations, your Driver's License will be suspended by the Illinois Secretary of State. A judgement may be entered on any Final Determination and is collectable by means including collection agency and credit bureau action, and post-judgement proceedings in court.

7/07

Notice of Determination Payment Stub

Please make check or money order payable to the City of Rockford
DO NOT SEND CASH

Parking Violation Number:

The Registered Owner or Lessee of:

Amount Due Now

Amount Due After:

Amount Due After:

TO ENSURE PROPER CREDIT
PLEASE RETURN THIS STUB WITH YOUR PAYMENT
DO NOT FOLD



NOTICE OF FINAL DETERMINATION

City of Rockford Parking Violation Division
425 E. State Street, Rockford, IL 61104
815/987-5716

The Registered Owner or Lessee of:

A Final Determination of Liability has been issued against you for each of the Parking Violation Notices listed below. You have now either exhausted or failed to exhaust all avenues for administrative or judicial review. Fines and late penalties are now due. To avoid further collection action, payment must be received by the City of Rockford within 35 days of the date of this Notice.

(See the reverse side for additional instructions.)

NOTICE DATE:

FINAL DETERMINATION FOR VIOLATION NOTICE NO.	DATE OF VIOLATION	LOCATION	VIOLATION CODE AND DESCRIPTION	ORIGINAL FINE AMOUNT	FINE AMOUNT WITH PENALTIES	TOTAL AMOUNT DUE
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WARNING

The unpaid fines and penalties listed above constitute a debt due and owing to the city. Your failure to pay the total amount due within 35 days of the date of this Notice will result in the City filing a petition in the Circuit Court of Winnebago County to obtain judgment against you for the unpaid amount and for costs. Unpaid fines and penalties will be reported to a credit bureau and submitted to a collection agency. In addition, post-judgment remedies including placing a lien against real property or garnishment of wages may be pursued by the City.

Retain the top portion of this Notice for your records and return the stub below in the return envelope provided.

5/01

Final Determination Notice Payment Stub

Please make check or money order
payable to the City of Rockford.
DO NOT SEND CASH

TOTAL AMOUNT DUE For Violations Listed on This Notice

REFLECTS PAYMENTS AS OF:

To the Registered Owner or Lessee of:

TO ENSURE PROPER CREDIT
PLEASE RETURN THIS STUB WITH YOUR PAYMENT
PLEASE DO NOT FOLD

WARNING

If you have 5 or more Final Determinations of Liability, any vehicle registered to or leased by you can be booted and impounded until all fines and penalties are paid. After 10 Final Determinations, your Driver's License will be suspended by the Secretary of State.

Any unpaid fine or penalty is a debt due and owing the City.

METHOD OF PAYMENT

If you choose to pay by mail, please mail the payment stub with your check or money order payable to the City of Rockford and mail to the address on the front of this Notice.
DO NOT SEND CASH.

If you choose to pay in person, please bring your payment along with this Notice to the location listed:

City Hall—Payment Center
1st floor
425 E. State Street
8:00 A.M. - 4:45 P.M. (M-F)

If you have any questions, call: 815/987-5716

DID YOU REMEMBER:

Enclose your check or money order made payable to The CITY OF ROCKFORD
Include your license plate number and Parking Violation Notice Number(s) on your check or money order
DO NOT SEND CASH
To ensure proper credit, enclose payment stub
Do not fold payment stub
Do not staple check or money order to payment stub



NOTICE OF IMPENDING VEHICLE IMMOBILIZATION

City of Rockford Parking Violation Division
425 E. State Street, Rockford, IL 61104
815/987-5716

The Registered Owner or Lessee of:

Any vehicle registered to or leased by the person listed on this notice will be booted and impounded by the City of Rockford because the registered owner or lessee has accumulated five or more Parking Violation Notices which have resulted in Final Determinations of Liability. To avoid being booted, all fines and penalties must be paid. You have lost or exhausted your opportunity to contest these Parking Violation Notices.

(See the reverse side for additional instructions.)

NOTICE DATE

FINAL DETERMINATION FOR VIOLATION NOTICE NO.	DATE OF VIOLATION	LOCATION	VIOLATION CODE AND DESCRIPTION	FINE AMOUNT	FINE AMOUNT WITH PENALTIES	TOTAL AMOUNT DUE
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If this is the first Seizure Notice you have received, your vehicle(s) plates will be placed on the boot list 21 days from the date of this Notice unless you pay all fines and penalties due, or prove that as of the date of this Notice, you did not have at least 5 unpaid Parking Violation Notices which had resulted in Final Determinations of Liability or have paid all fines and penalties due. If you have received a prior Seizure Notice and have not paid all fines and penalties, you are already on the boot list. When your vehicle is booted it will not be released until all fines and penalties on any Parking Violation for which a Notice of Final Determination has been issued have been paid in full.

This Notice refers only to Parking Violation Notices issued on or after September 1, 1991. You may also be eligible for booting and impoundment for any unresolved tickets issued prior to September 1, 1991. Those tickets are billed separately.

Retain the top portion of this Notice for your records and return the stub below in the return envelope provided.

Seizure Notice Payment Stub

Please make check or money order
payable to the City of Rockford.
DO NOT SEND CASH

To the Registered Owner or Lessee of:

TOTAL AMOUNT DUE For Final Determinations Listed on This Notice
REFLECTS PAYMENTS AS OF:

TO ENSURE PROPER CREDIT
PLEASE RETURN THIS STUB WITH YOUR PAYMENT
PLEASE DO NOT FOLD

TO AVOID BEING BOOTED AND IMPOUNDED, YOU MUST EITHER:

- **PAY BY MAIL.** Mail the stub along with a check or money order payable to the City of Rockford and mail to the address on the front of this Notice.
DO NOT SEND CASH

OR

- **PAY IN PERSON.** Bring this Notice to:

City Hall—Payment Center
1st floor
425 E. State St.
8:00 A.M. - 4:45 P.M. (M-F)

If you have any questions, call: 815/987-5716

If this is your first Seizure Notice, you have 21 days to appear at City Hall to prove that on the date of this Notice, you did not have at least 5 unpaid Final Determinations of Parking Liability, or that you have paid all fines and penalties for the parking violations listed in this Notice.

IF YOUR VEHICLE IS BOOTED, a boot fee of \$50 must be paid. If your vehicle remains booted for 24 hours or is eligible for an immediate tow, it will be towed. Payment of a tow fee and a storage fee at the rate charged by the holders of the current city towing and storage contracts is then required.

When your vehicle is booted, it will not be released until all fines and penalties on any Parking Violation for which a Notice of Final Determination has been issued have been paid in full, and boot, towing and storage fees are paid. When your vehicle is booted, all payments must be made in cash or by money order; personal checks will not be accepted.

A judgment may be entered on any Final Determination and is collectable by means including collection agency and credit bureau action, and post-judgment proceedings in court. IF YOU ACCUMULATED 10 OR MORE FINAL DETERMINATIONS, your Driver's License will be suspended by the Secretary of State.

DID YOU REMEMBER:

Enclose your check or money order made payable to The CITY OF ROCKFORD
Include your license plate number and Parking Violation Notice Number(s) on your check or money order
DO NOT SEND CASH
To ensure proper credit, enclose payment stub
Do not fold payment stub
Do not staple check or money order to payment stub



NOTICE OF IMPENDING DRIVERS LICENSE SUSPENSION

City of Rockford Parking Violation Division
425 E. State Street, Rockford, IL 61104
815/987-5716

The Registered Owner or Lessee of:

A Final Determination of Liability has been issued against you for each of the ten or more Parking Violation Notices listed below. You have now either exhausted or failed to exhaust all avenues for administrative or judicial review. Fines and late penalties are now due. Failure to pay the fines and late penalties now due within 45 days of the date of this notice will result in the City of Rockford notifying the Secretary of State that you are eligible for initiation of suspension proceedings under Section 6-306.5 of the Illinois Vehicle Code (625 ILCS 5/6-306.5).
(See the reverse side for additional instructions.)

NOTICE DATE:

FINAL DETERMINATION FOR VIOLATION NOTICE NO.	DATE OF VIOLATION	LOCATION	VIOLATION CODE AND DESCRIPTION	ORIGINAL FINE AMOUNT	FINE AMOUNT WITH PENALTIES	TOTAL AMOUNT DUE
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WARNING

Failure to pay the fines and late penalties now due within 45 days of the date of this notice will result in the City of Rockford notifying the Secretary of State that you are eligible for initiation of suspension proceedings under Section 6-306.5 of the Illinois Vehicle Code (625 ILCS 5/6-306.5).

Retain the top portion of this Notice for your records and return the stub below in the return envelope provided.

HGS 5/01

IMPENDING DRIVERS LICENSE SUSPENSION NOTICE PAYMENT STUB

Please make check or money order
payable to the City of Rockford.
DO NOT SEND CASH

TOTAL AMOUNT DUE for Violation Listed on This Notice

REFLECTS PAYMENTS AS OF:

To the Registered Owner or Lessee of:

TO ENSURE PROPER CREDIT
PLEASE RETURN THIS STUB WITH YOUR PAYMENT
PLEASE DO NOT FOLD

WARNING

Failure to pay the fines and late penalties now due within 45 days of the date of this notice will result in the City of Rockford notifying the Secretary of State that you are eligible for initiation of suspension proceedings under Section 6-306.5 of the Illinois Vehicle Code (625 ILCS 5/6-306.5).

Any unpaid fine or penalty is a debt due and owing the City.

METHOD OF PAYMENT

If you choose to pay by mail, please mail the payment stub with your check or money order payable to the City of Rockford and mail to the address on the front of this Notice. DO NOT SEND CASH.

If you choose to pay in person, please bring your payment along with this Notice to the location listed:

City Hall—Payment Center
1st floor
425 E. State Street
8:00 A.M. - 4:45 P.M. (M-F)

If you have any questions, call: 815/987-5716

DID YOU REMEMBER:

Enclose your check or money order made payable to The CITY OF ROCKFORD
Include your license plate number and Parking Violation Notice Number(s) on your check or money order
DO NOT SEND CASH
To ensure proper credit, enclose payment stub
Do not fold payment stub
Do not staple check or money order to payment stub



NOTIFICATION OF HEARING

City of Rockford Parking Violation Division
425 E. State Street, Rockford, IL 61104
815/987-5717

The Registered Owner or Lessee of:

Your assigned hearing
is at _____ on _____

FOR THE HEARING YOU REQUESTED to contest the
Parking Violation(s) listed below:

PLEASE BE PREPARED to present documentation to support your case because the hearing officer's determination is final. **Failure to appear** at the time listed above will result in a Determination of Liability being entered against you.

Hearings are held at:
City Hall, 425 E. State Street, Rockford, IL

VIOLATION NOTICE NO.	DATE OF VIOLATION	LOCATION	VIOLATION CODE AND DESCRIPTION	ORIGINAL FINE AMOUNT	AMOUNT DUE AFTER 30 DAYS FROM VIOLATION DATE		AMOUNT DUE AFTER 60 DAYS FROM VIOLATION DATE	

NOTE: By ordinance, defenses to a Parking Violation Notice are limited to the following grounds:

1. You are not the owner or lessee of the vehicle listed on this Notice.
2. The cited vehicle or license plate was stolen at the time this Notice was issued.
3. You have already paid this Notice.
4. The signs regulating parking were missing or obscured.
5. This Notice contains internally inconsistent information or fails to establish that a violation occurred.
6. Handicapped violations: You are a qualified handicapped person pursuant to Ill. Rev. Stat., Chap. 95½, §11-1301.1 and have an excusable failure for not displaying your handicapped card.

If You Decide Not To Contest the Parking Violation Notice, you may pay the fine by mailing a check or money order payable to:
The City of Rockford—Parking Violation Division
425 E. State Street
Rockford, Illinois 61104

(Remember to write the license plate number and violation number(s) on your check. **DO NOT SEND CASH.**)

If You Want To Pay In Person, come to City Hall, 1st floor, 425 E. State Street, Rockford, 8:00 A.M. - 4:45 P.M. (M-F).

If You Have Any Questions
please write to the address above

Or call: 815/987-5717

WARNING:

If you accumulate **5 or more** Final Determinations of Liability, **any vehicle registered to or leased by you can be booted and impounded** until all fines and penalties are paid. **After 10 Final Determinations of Liability, your Driver's License will be suspended by the Secretary of State.** A judgment may be entered on any Final Determination, and is collectable by means including collection agency and credit bureau action, and post-judgment proceedings in court.